

**CARNARVON COMMUNITY SCHOOL  
PARENT ADVISORY COUNCIL MEETING  
April 17, 2019 - 7:00pm  
Library**

**Members Present:**

- |                       |                   |
|-----------------------|-------------------|
| • Heidi Schmid        | • Jenny Jea       |
| • Nicole Ricci-Stiles | • Lisa Tautz      |
| • Kari Rust           | • Kerry Kenwood   |
| • Samara Hurley       | • Diane Martinson |
| • Andrea Richmond     |                   |

**1. Review Agenda**

- **MOTION:** to approve agenda with the addition of hot lunch report and request for feedback– unanimous, CARRIED

**2. Review of minutes from February 2019 meeting**

- **MOTION:** To approve minutes from February 2019 meeting – Kerry Kenwood, seconded by Nicole Ricci-Stiles, all in favour, CARRIED

**3. Treasurer's report: Heidi Schmid**

- summary of Balance Sheet, Revenue over Expense and Cash Flow – see attached report

**4. Principal's report: Diane Martinson**

1. update on wish list items:
  - sports equipment bins top up – almost everything has been ordered
  - ipads/keyboard will be ordered this week
  - library furniture was held up on suppliers end – will arrive in June
  - garden expansion from last year) will be complete by end of May – VSB update
  - garden supplies ordered
  - gym sense and Bollywood dance programs schedule for June
  - rest of items on wish list complete
2. Month overview/activities and events
  - “Kindness” Project – Gr. K-7 – activities throughout the school continuing– lessons from a variety of programs – focus for the month of April – “CARE of the Environment”
    - Student Council sponsored – “Walk, Bike, Scooter to School” fundraiser – until April 18<sup>th</sup> – raised money goes to “TREE Canada” where a tree is planted for every \$4.00 that is raised.
    - Opening Assembly – “the Tree Lady” video about Katherine Olivia Sessions – greening of San Diego and Balboa Park

- Upcoming presentation – May 7 – Plastic Ocean film and presentation in the gym for all students
- Individual classroom activities will be highlighted in the weekly newsletter
- Inter-school in intermural sports programs:
  - Track and Field team – practices have begun and the mini meets and final meet schedule is out – coached and sponsored by Ms. Dimock, Ms. Gaster, Ms. Kefalas and Ms. Sheldan for coaching/sponsoring and to parent Val Kalheim for volunteering and organizing the UBC Thunderbird coaches for high jump
  - Ultimate Frisbee team – Gr. 5-7 - coached by Mr. Epting
  - Quidditch – Gr. 4-7 – Tuesdays at lunch – sponsored by Mr. Epting and Ms. Ahn
- Ultimate Frisbee classes – April 9-13<sup>th</sup> – Gr. 4-7 – highly successful and has increased the play at recess and lunch - thanks to PAC for financially sponsoring
- Fieldtrips – “Reel to Reel” Animation workshop and festival, UBC Endowment Lands, Camosun Bog, Totem pole construction (at VSB), Carousel Theatre “Salmon Girl,” “Tradex in Abbotsford for SkillsCanada Competition displays, Cooking at Prince of Wales Secondary, Science World
- In-school workshops – “Bill Reid” workshop, “Nutri-Kids,” “Roots of Empathy,” “7 Sacred Teachings” with Joyce Perrault (Indigenous Enhancement worker), Author presentation – Holman Wang (Gr. 4-7, Gr. K-3),
- Upcoming performance
  - Greg Kennedy – Juggler – Thurs. April 18<sup>th</sup> – 9:30 am – thanks to PAC for financial sponsorship of this performance
- Upcoming school programs
  - “Gym Sense” gymnastics program – Primary classes – Gr. K-3 – June 2-14
  - Shiamak Bollywood Dance Program – Primary and Intermediate classes – June 17-21 – final performance Friday am (time TBA)
- “Big One at 2:00” – Earthquake Preparedness Drill – Thurs. May 2<sup>nd</sup> at 2:00 – we will looking for family members to participate in a student release that afternoon
- “Ready, Set, Learn” – For 3-4 year olds – co-sponsored by Little Mountain Neighbourhood House – in the Library for three Monday mornings (9:00-10:30) – May 6, 13, 27 – open to all 3-4 year olds in the neighbourhood
- “Welcome to Kindergarten” – Mon. June 3 – 1:00-2:30 – in the Library and Activity Room

## 5. Teacher's report

- No teachers present

## 6. PAC Committee reports

### a) Spring Baskets – Melanie Mueller

- Notices went home Fri, April 5 – is open for ordering
- Ordering open until April 23
- Plants delivered on May 6

**b) Sports Day Food**

- Lunch menu been included in the new Munchalunch system and will be provided by Calhoun's – burgers and hot dogs & a dessert just added
- A reminder to order lunch will go out two weeks prior
- All food will be sorted per class by Calhouns, but need someone to ensure food gets to each classroom just prior to lunch break – Nicole will help with this
- The coffee stand this year will be run by the Grade 7 grad parents – they will sell coffee, maybe hot chocolate, baked goods -- all proceeds will go towards grad activities

**c) Carnival – Samara Hurley**

- Amy Qiu now lead for games, but possibly needs a co-lead
- Games ordered & decided upon except need to decide on the student designed games – likely include a couple at a time and switch part way due to durability issues
- Ticket sales – open May 1<sup>st</sup> on HL website
- Need volunteers – sign up will go out May 1<sup>st</sup>
- Food consists of pizza, baked goods, popcorn, chips, drinks ice cream, maybe cotton candy AND Japadog food truck – cash only and will donate 7% sales back to school

**d) Parent Education – Lisa Tautz**

- White Hatter is a go for April 23 (parent night) & April 24 (intermediates)
- Tickets free on Eventbrite – registration open until April 22
- Tickets \$5 at the door
- Diane to check on sound/electronic requirements
- Tickets not required to enter – will be checking names off at the door

**e) Yearbook – Kari Rust**

- Yearbook now for sale on hot lunch website
- Ordering available until April 30
- Accepting photos until end of Apr – use eshare – reminder to go out
- Diane to remind staff about sharing photos
- Cover will have tiles of art work – one from each student in the school

**f) Hot Lunch – Nicole Ricci-Stiles**

- 175 orders on the first Tuesday of the new caterer and system
- Delivery went well – intermediates to classes & primaries to Activity Room
- Reminder to everyone that these are single serve orders so there are no extras
- Reminders are sent via the Munchalunch website
- Munchalunch site is functional and the tech support efficient & Calhouns collects info right from site so easy on the schools end.
- Calhoun's menu is fairly diverse, meets various dietary requirements
- Cutlery & containers are compostable except for lids – the company is looking into compostable lids.
- Some feedback given that the portions are too small – on some items, a bigger size can also be added to the menu.
- Any further feedback email PAC address

## **8. Other Business**

- **PAC positions for next year**
- Will need to find potential nominees for PAC Executive and Committee head positions for next year
- Would like to recruit more parents of younger children
- Positions that need filling (that we know of so far):
  - Chair
  - Vice Chair
  - Secretary
  - Fundraising Chair
  - Class Rep Coordinator
  - Hot Lunch Committee
  - Welcome Back BBQ
  - Winter Market
  - Halloween Dance
  - Spirit Wear
  - Fruit and Veg Program (someone with Food Safe certification)
  - Family Photo Night – photographer
  - Carnival Committee
  - Yearbook co-lead

## **9. Adjournment**

- MOTION: to adjourn meeting at 8:15pm – unanimous, CARRIED

## Balance Sheet

|                        | <u>1-Sep-2018</u> | <u>17-Apr-2019</u> | <u>Projected<br/>31-Aug-2019</u> |
|------------------------|-------------------|--------------------|----------------------------------|
| <b>ASSETS</b>          |                   |                    |                                  |
| Membership Shares      | \$ 19             | 19                 | 19                               |
| Operating bank account | 83,503            | 99,158             | 51,337                           |
| Gaming bank account    | 3,849             | 7,009              | 2,412                            |
| <b>TOTAL ASSETS</b>    | <b>\$ 87,371</b>  | <b>\$ 106,186</b>  | <b>\$ 53,768</b>                 |
| <b>FUND BALANCES</b>   |                   |                    |                                  |
| Operating Fund         | \$ 45,344         | 60,999             | 21,177                           |
| Gaming Fund            | 3,848             | 7,009              | 2,412                            |
| Playground Fund        | 16,179            | 16,179             | 16,179                           |
| Legacy Fund            | 17,000            | 17,000             | 9,000                            |
| PAC Designated Fund    | 5,000             | 5,000              | 5,000                            |
|                        | <b>\$ 87,371</b>  | <b>\$ 106,186</b>  | <b>\$ 53,768</b>                 |

## Revenue over Expenses

For the period April 17, 2019

|  | NET INCOME<br>(LOSS) | BUDGET<br>2018-2019 | Variance      | Actuals<br>2017-2018 | Actuals<br>2016-2017 | Actuals<br>2015-2016 | Actuals<br>2014-2015 |
|--|----------------------|---------------------|---------------|----------------------|----------------------|----------------------|----------------------|
| <b>FUNDRAISING</b>                           |                      |                     |               |                      |                      |                      |                      |
| Barbeque                                     | (8)                  | (100)               | 92            | (118)                | (76)                 | (13)                 | -                    |
| Carnarvon DAD's                              | 40                   | -                   | 40            | 70                   | -                    | -                    | -                    |
| Direct Drive                                 | -                    | -                   | -             | 30,350               | 24,200               | 23,060               | 5,000                |
| Donation Playground                          | -                    | -                   | -             | -                    | -                    | 4,137                | 704                  |
| Earthquake Kits                              | -                    | -                   | -             | 125                  | -                    | -                    | -                    |
| Family Picture Night                         | 1,450                | 1,450               | -             | 1,232                | 1,231                | 1,601                | 1,525                |
| Gift Card Program                            | -                    | 1,000               | (1,000)       | -                    | -                    | -                    | 1,270                |
| Hot Lunch                                    | 23,702               | 15,000              | 8,702         | 17,146               | 4,945                | 12,156               | 6,817                |
| Carnarvon Carnival/Pub night/June Jamoboree  | (1,075)              | 4,000               | (5,075)       | 1,187                | 1,199                | 9,710                | 11,676               |
| Monster Mash & Pumpkin Patch                 | 4,049                | 3,000               | 1,049         | 3,743                | 3,509                | 2,519                | -                    |
| Purdy's Chocolates - Christmas               | 3,580                | 2,000               | 1,580         | 2,701                | 2,488                | 2,239                | 1,754                |
| Purdy's Chocolates - Easter                  | -                    | -                   | -             | -                    | 418                  | 391                  | 562                  |
| QSP Magazine                                 | 582                  | 800                 | (218)         | 898                  | 1,187                | 859                  | 796                  |
| Recycling Revenue and Gr 7                   | -                    | -                   | -             | 119                  | -                    | 262                  | 207                  |
| Sports Day                                   | -                    | (200)               | 200           | (409)                | (151)                | (703)                | (369)                |
| Spring Flower Baskets                        | 1,438                | 1,200               | 238           | 1,315                | 1,118                | 1,206                | 1,308                |
| Winter Flowers                               | 833                  | 2,000               | (1,167)       | 47                   | (1)                  | 525                  | 849                  |
| Winter Market (net of donation)              | 1                    | 800                 | (799)         | 613                  | 838                  | 1,300                | 1,334                |
| <b>TOTAL FUNDRAISING</b>                     | <b>34,557</b>        | <b>30,950</b>       | <b>3,607</b>  | <b>59,020</b>        | <b>40,904</b>        | <b>59,249</b>        | <b>33,434</b>        |
| <b>USE OF FUNDS</b>                          |                      |                     |               |                      |                      |                      |                      |
| 100km/Blenheim house                         | -                    | -                   | -             | -                    | -                    | (194)                | (149)                |
| Band Instruments - Guitars (Xylophone)       | -                    | -                   | -             | (1,828)              | (1,701)              | -                    | (1,008)              |
| Circus Kids Program                          | -                    | -                   | -             | (5,558)              | -                    | -                    | -                    |
| Classroom Funding                            | (6,000)              | (6,000)             | -             | (6,420)              | (6,360)              | (8,500)              | (5,100)              |
| Computers (30 laptops)                       | -                    | -                   | -             | (634)                | (10,278)             | (8,947)              | (912)                |
| Computers (32 ipad/keyboards)                | (2,396)              | (19,200)            | 16,804        | -                    | (3,367)              | -                    | -                    |
| Fountains *                                  | (5,778)              | (10,687)            | 4,909         | -                    | -                    | (429)                | -                    |
| Garden/Playground *                          | -                    | (11,283)            | 11,283        | -                    | (7,298)              | (7,211)              | -                    |
| Grade 7 Leaving                              | (300)                | -                   | (300)         | (369)                | (750)                | (516)                | (333)                |
| Guitars for Music Program                    | -                    | -                   | -             | -                    | -                    | -                    | (1,597)              |
| High Jump Equipment                          | -                    | -                   | -             | -                    | -                    | (2,778)              | (429)                |
| Inside Games/Hokki Stools                    | -                    | -                   | -             | -                    | (2,247)              | (25)                 | (925)                |
| Jerseys - sports                             | -                    | -                   | -             | (1,335)              | -                    | -                    | -                    |
| Learning Commons / Library Furniture         | -                    | -                   | -             | -                    | (1,485)              | (4,526)              | (725)                |
| Library Support                              | (1,070)              | (4,000)             | 2,930         | -                    | (1,030)              | (2,105)              | (1,000)              |
| Locker painting                              | -                    | -                   | -             | -                    | (968)                | -                    | -                    |
| New Curriculum support (books, resources)    | -                    | -                   | -             | -                    | (1,265)              | -                    | -                    |
| Novels - Intermediate                        | -                    | (710)               | 710           | -                    | (2,166)              | (1,447)              | -                    |
| Outside Equipment bins & Equipment           | -                    | (1,700)             | 1,700         | (3,491)              | -                    | -                    | -                    |
| PAC Parent Education                         | (2,830)              | (1,000)             | (1,830)       | (206)                | (571)                | -                    | (1,645)              |
| Patrol Support                               | -                    | (500)               | 500           | (510)                | (360)                | (420)                | (450)                |
| Project Chef/Portable stereos for classrooms | -                    | -                   | -             | -                    | (7,000)              | -                    | (4,526)              |
| Primary book room                            | (401)                | (700)               | 299           | -                    | (664)                | (666)                | (1,000)              |
| Safe Teen                                    | -                    | -                   | -             | (848)                | (683)                | (1,313)              | (630)                |
| Software Memberships/Pinnies                 | -                    | -                   | -             | -                    | (2,114)              | (2,391)              | -                    |
| Smartboard Notebook/Wireless speakers&docm c | -                    | -                   | -             | -                    | -                    | (725)                | -                    |
| Woodwork / Technology                        | (1,147)              | (1,000)             | (147)         | (11,231)             | (1,908)              | -                    | -                    |
| Yearbook                                     | 1,920                | -                   | 1,920         | 124                  | -                    | -                    | (413)                |
| Other misc.                                  | (901)                | (1,000)             | 99            | (1,298)              | (3,479)              | (958)                | (1,621)              |
|  | <b>(18,903)</b>      | <b>(57,780)</b>     | <b>38,877</b> | <b>(33,604)</b>      | <b>(55,691)</b>      | <b>(43,149)</b>      | <b>(22,463)</b>      |
| (*) Budget carry over from PY                |                      |                     |               |                      |                      |                      |                      |
| <b>REVENUE OVER EXPENSES</b>                 | <b>15,655</b>        | <b>(26,830)</b>     | <b>42,485</b> | <b>25,415</b>        | <b>(14,787)</b>      | <b>16,100</b>        | <b>10,970</b>        |
| <b>GAMING</b>                                |                      |                     |               |                      |                      |                      |                      |
| Gaming Direct funds                          | 9,480                | 9,480               | -             | 8,160                | 7,880                | 8,956                | 7,760                |
| June Jamboree Raffle                         | -                    | 1,000               | (1,000)       | 938                  | -                    | 2,433                | 2,140                |
| Interest                                     | 5                    | 10                  | (5)           | 6                    | 8                    | 7                    | 4                    |
| Ultimate / Tennis (Badminton) program        | (2,940)              | (2,200)             | (740)         | (3,060)              | -                    | (2,424)              | -                    |
| Bollywood / Circus Kids Program              | -                    | (3,800)             | 3,800         | -                    | -                    | (3,827)              | -                    |
| Gymsense                                     | -                    | (1,800)             | 1,800         | -                    | (6,485)              | -                    | (4,305)              |
| Performance Groups                           | (3,385)              | (3,400)             | 15            | (3,643)              | (2,546)              | (2,425)              | (2,171)              |
| Playground                                   | -                    | -                   | -             | -                    | -                    | -                    | -                    |
| Projector - gymnasium                        | -                    | -                   | -             | -                    | -                    | -                    | (2,000)              |
| Sports Equipment (Volleyball)                | -                    | -                   | -             | -                    | (754)                | (3,820)              | -                    |
| <b>NET GAMING</b>                            | <b>3,160</b>         | <b>(710)</b>        | <b>3,870</b>  | <b>2,402</b>         | <b>(1,897)</b>       | <b>(1,100)</b>       | <b>1,429</b>         |
| <b>PLAYGROUND FUND</b>                       |                      |                     |               |                      |                      |                      |                      |
| Playground Building Donation                 | -                    | -                   | -             | -                    | -                    | -                    | 33,000               |
| Outdoor classroom                            | -                    | -                   | -             | -                    | -                    | -                    | (302)                |
| Building Supplies                            | -                    | -                   | -             | -                    | -                    | -                    | (16,519)             |
| <b>NET PLAYGROUND</b>                        | <b>-</b>             | <b>-</b>            | <b>-</b>      | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>16,179</b>        |
| <b>LEGACY FUND</b>                           |                      |                     |               |                      |                      |                      |                      |
| Garden expansion *                           | -                    | (8,000)             | 8,000         | -                    | -                    | -                    | 17,000               |
| <b>NET LEGACY</b>                            | <b>-</b>             | <b>(8,000)</b>      | <b>-</b>      | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>17,000</b>        |

For the period April 17, 2019

**\*\* Disclaimer - the forecast is not a guarantee and is based on the PAC's revenue and expense assumptions and is estimate only.**